200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and/or automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest room the appearance of being clean and safe.

Security

This area will be supervised by staff at the Information Desk. The entry door(s) to the Family Rest Room should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the Information Desk.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Family Restroom") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	1	0	0
Rest room			
Diaper Changing Counter	1	0	0
36"w x 18"d			
Hand Dryer	1	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror, With Shelf	1	0	0
Above counter			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Sink And Counter	1	0	0
Rest room			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			

Functional Activity

The "Back to Basics" Learning Center makes available group tutoring to challenged readers ages 7 through 12. The Center also provides library staff assistance and print and electronic resources to school-age students to assist them in their homework assignments. The center is available for self-help use during all hours the library is open. Dedicated staff and volunteer assistance (adult and student) will be available immediately after school on weekdays and in the early evenings. In addition to a core collection of reading literacy support materials, copies of school texts will be available, as well as homework support materials, and a rotating collection of materials which reflects the current class assignments in the local schools will be available. Technology will be used to support an on-line homework help source, such as Tutor.com.

Occupancy

CHILDREN'S READER SEATS: 8
CHILDREN'S TECHNOLOGY TASK CHAIRS: 6

Collections

The "Back to Basics" Learning Center houses collections designed for Tutor and students in the "Back to Basics" tutoring program, special "reference" collections placed on reserve to accommodate special teacher assignments and permanently loaned textbooks from the surrounding school districts.

600 Homework Books

Relationships

The "Back to Basics" Learning Center should be located close to the Information Desk and the Technology Support Desk, with clear sight lines, so staff at the desks can supervise the space. Direct supervision of the area is provided by staff during after school hours.

Students in the "Back to Basics" Center will utilize the broader resources of the Juvenile Collection so the two spaces should be in proximity.

CLOSE:

> Family Literacy Center
> Juvenile Collection & Seating

PROXIMITY:

> Information Desk
> Technology Support Staff
> Children's On-line Public Access Catalog (OPAC)
> Juvenile Collection & Seating

Flexibility

This area may need to be expanded in the future as it grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption; Chair rail; White Board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The "Back to Basics" Learning Center will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available at the study stations for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated in the room by group study or homework assistance. Adequate sound isolation must be provided through the use of acoustic ceiling, floor, and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in "Back to Basics" Learning Center.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the book shelves. Provide non-glare and shadowless light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens.

Telecommunications

Provide one single data drop (jack) per seat for network enabled tables and carrels. Provide

at a minimum, network connectivity to at least two thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The "Back to Basics" Learning Center must be easily supervised by staff at the Information Desk. Sight lines to the "Back to Basics" Center must be unobstructed.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance, Juvenile Collection and Seating Area, Children's OPAC Area, and Information Desk. This directional sign (""Back to Basics" Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage (""Back to Basics" Center") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Tutors available after 3:30 p.m."), and donor recognition plaques. Requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Chair, Juvenile	8	0	0
16"w x 16"d x 16-18"h			
Chair, Technology Workstation	6	0	0
21"w x 21"d			
Clock	1	0	0
Wall-mounted			
Computer, Public Desktop	6	0	0
CPU, w/ monitor, keyboard & mouse			

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Dictionary Stand	1	10	10
24"w x 14"d x 43"h w/ 3 shelves			
Printer, Ink-Jet (B&W)	3	0	0
Table, Juvenile	2	80	160
60"w x 30"d x 27"h (4 Person)			
Technology Carrel	3	50	150
61"w x 30"d (2 Person) sit-down w/ power & data management			
Waste Basket	2	4	8
13"w x 15"d x 15"h			

Functional Activity

This area of the Children's Library houses the print collections for older children (ages 7 to 12). The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

Occupancy

CHILDREN'S READER SEATS: 32

Collections

The juvenile collection will be comprised of juvenile fiction, non-fiction, current magazines, paperbacks, and Spanish language. These collections will provide curriculum support for school assignments, recreational reading, and educational enrichment.

Juvenile fiction will not only include the classics and titles found on school and accelerated reading lists, but will also showcase the popular best-selling authors. The juvenile non-fiction collection will be designed to meet the needs of school-aged children with subjects such as science projects, missions, biographies, animals, states and more. Supplementing this collection will be a selection of online subscription databases specifically for children. Paperbacks will be the "candy" of the juvenile collection, providing fun and recreational titles for youngsters to read. The most current edition of each magazine will be displayed "face-out" in this area on special magazine shelving (with back issues accessible behind them). The Spanish language collection will consist of both fiction and non-fiction titles and will be shelved adjacent to the non-fiction collection.

- 5,600 Juvenile Fiction
- 9,660 Juvenile Non-Fiction
- 1,760 Paperbacks
- 350 Spanish Language
- 20 Current Juvenile Magazines

Relationships

The Juvenile Collection and Seating Area should be close to the Children's OPACs since children of this age will be able to use them unassisted. The space should be in the proximity of the Information Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the "Back to Basics" Learning Center since students in the Center will use materials in the Juvenile Collection.

CLOSE:
>Children's On-line Public Access Catalog (OPAC)

PROXIMITY:
>Information Desk
>Children's Collection & Seating
>"Back to Basics" Learning Center

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to older children who are too old for the Children's Library, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:
> Acoustical tile

WALLS:
> Vinyl or Fabric with tackable acoustical panels for sound absorption; Hanging track; Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Juvenile Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equivalivent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Information Desk. Sight lines from the Information Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, OPAC Area, Information Desk and Children's Reference Area. This directional sign ("Juvenile Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Biography," "Non-Fiction," and "Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above

finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24'D unit w/end panels & canopy top 350 Children's Spanish Language	**1**	**18**	**18**
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24'D unit w/end panels & canopy top 9660 Juvenile Non-Fiction	**25**	**18**	**450**
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24'D unit w/end panels & canopy top 5320 Juvenile Fiction	**14**	**18**	**252**
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve 3'W x 12'D unit w/ fixed sloping shelf 20 Children's Current Magazines	**3**	**14**	**42**
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12'D unit 1760 Children's Paperbacks	**10**	**12**	**120**

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Juvenile 16"w x 16'd x 16-18'h	**32**	**0**	**0**
Table, Juvenile 66"w x 36'd x 27"h (4 Person)	**8**	**85**	**680**

Functional Activity

This space will house a collection of books for parents, teachers and homeschoolers. This print collection will provide information on parenting and educating children. Adults will be the primary users of this collection, although some students may occasionally access these books.

Occupancy

READER'S SEATS: 4

Collections

This collection will provide resources to meet the needs of parents, teachers, and homeschoolers. Materials will be used to assist these groups with their informational needs as they raise and educate their children. The collection will include topics such as baby care, parenting, child development, schools and curriculum, health issues, homeschooling guides and directories, and much more. Although most materials will be geared to adults to use with their children or the children they are working with, there will also be a selection of books designed specifically for children. Supplementary titles for these areas will be available in the adult non-fiction collection.

- 330 Parent/Teacher Books

Relationships

This space should be relatively close to the Information Desk so that staff may assist parents and teachers with the collection. It also should be in proximity to the Children's Room and the Back to Basics Literacy Center, since these areas all emphasize parenting skills.

CLOSE:
> Information Desk

PROXIMITY:
> Children's Room
> "Back to Basics" Literacy Center

Flexibility

This area is not expected to be expanded.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to adults since parents and teachers will primarily use the collection.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Vinyl or Fabric with tackable acoustical panels for sound absorption

FLOOR:
> Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Parenting & Teachers' Collection and Seating Area must be accessible by means of a

36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equivalivent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area in the Children's Library and as such it should be cloistered from the hustle and bustle of the other spaces here. If adults are to use this area for any length of time, there will need to be a way to dampen the external noise entering this space. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in

recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Information Desk. Sight lines from the Information Desk to this area should not be obstructed. If a separate room is created, it should include at least one glass wall so that the occupants can be seen from the desk.

Signage

Required signage includes a well-lighted area directional and identification sign, which can be seen from the Children's Desk, Children's Entrance, Children's OPAC Area, and Children's Reference Area. This directional sign ("Parenting & Teachers' Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Parenting & Teachers' Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 84"H Steel Shelving W/ 14 Shelves	1	18	18
3'W x 24"D unit w/end panels			
330 Parent/Teacher Books			
Description of Furniture & Equipment Units			
Chair, Reader's	4	0	0
21"w x 21"d			
Table, Reader's	1	90	90
72"w x 36"d x 29"h (4 Person)			

Functional Activity

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Occupancy

CHILDREN'S READER SEATS: 12

Collections

Colorful picturebooks for preschool youngsters and Children's Easy Readers, tailored for the beginning reader, decorate this area, designed for easy access by early readers and their caregivers.

6,300 Picture Books
3,500 Easy Readers

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Information Desk so that staff can supervise the area and assist young children.

ADJACENT:

Information Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's New Books
Children's On-line Public Access Catalog (OPAC)
Family Rest Room

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although some natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with

enhanced backing (No carpet pad permitted); Tile or vinyl around any
water fountains

Access

The Children's Collection and Seating Area will be accessible by means of a 36" minimum
aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance
from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then
turning and passing spaces of 60" by 60" must be located at any obstruction and at
reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run
parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without
a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles
are required to be 36" wide. Main aisles are principle access routes which run perpendicular
to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced
section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with
44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an
attendant will not be available, then it is limited to 54" above the finished floor.

If no other equivalent seating is available, a minimum of 5%, but no less than one table,
counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep
clear floor space will be provided with at least one unobstructed side of the floor space
adjoining either an accessible route or another clear floor space. The knee space must be at
least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from
28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic
equipment, then access to data jacks and power receptacles must meet the criteria outlined
in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be
more than 50' from a visual signal unless there are no obstructions higher than 6' above the
finished floor, in which case, devices may be placed around the perimeter spaced to a
maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a highly noisy area. Adequate sound control must be provided through the use
of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60%
for collection preservation and human comfort. Thermostats in public areas should have
lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading
rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be
evenly distributed in the bookstack area from one end of a range to the other and from the
top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles
for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table
top level in the seating areas. Provide high quality, non-glare light in the seating areas for
reading and viewing computer screens. Lighting should be zoned so that a portion of the
fixtures can be turned off for energy savings when natural lighting is available or when lower
levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network
connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted

at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Information Desk and possibly the Back to Basics Literacy Center. Sight lines from the Information Desk to the Children's Collection and Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations, with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	**12**	**18**	**216**
3'W x 24"D unit w/end panels & canopy top			
4095 Children's Picture Books			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	**5**	**18**	**90**
3'W x 24"D unit w/end panels & canopy top			
1750 Children's Easy Readers			

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Child's 14'w x 13'd x 10-16'h	12	0	0
Children's Play Fixture Children's play and reading structure	1	100	100
Table, Children's Slant Top 78'w x 30'd x 21-26'h (6 Person)	2	90	180

FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self check-out units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:
>Library Entrance

CLOSE:
>Popular Materials Area
>Children's Library
>Teen Area

PROXIMITY:
>Fiction Collection
>Non-Fiction Collection
>Periodicals Collection & Seating
>Information Services

DIVISION SPACE SUMMARY	Sq. Ft.
Circulation Desk	677
Computer/Telecommunications Room	187
Customer Service Conference Room	164
Staff Copy & Communications Center	189
Staff Workroom	1,145
Supervising Librarian's Office	150
TOTAL:	**2,512**

Functional Activity

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self-checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

SELF CHECK-OUT MACHINES: 2
PUBLIC SERVICE DESK WORKSTATIONS: 4

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates..

The Circulation Desk should be adjacent to the Staff Workroom and Branch Manager's Office, and close to the Book Return Room and the Copy Center. It should also be close to the AV Collection, New Book Display Area, Young Adult Room, and Technology Center.

ADJACENT:
        Public Entrance & Lobby
        Staff Workroom
CLOSE:
        Popular Materials Area
        Supervising Librarian's Office
        Public Rest Rooms
        Teen Area
        Technology Center

PROXIMITY:
        Staff Rest Rooms

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:
> Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished
> quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self-checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby and the entrance to the library. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counter. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, and printer. Minimum service is based on one 20-amp circuit per two to four electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	3	0	0
Book Bin, Depressible	2	0	0
In Circulation Desk			
Book Truck	5	10	50
36"w x 24"d			
Cash Register	1	0	0
Chair, Task	6	0	0
Low back mid-quality with casters 25"w x 25"d			
Clock	1	0	0
Wall-mounted			
Computer, Staff Desktop	3	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Mat, Anti-fatigue	3	0	0
Printer, Receipt	5	0	0
Queuing Space (Per Person)	10	6	60
Security System Desensitizer/Resensitizer	1	0	0
Counter unit w/audible signal 20"w x 18"d x 7.5"h AC			
Security System Gates, Inventory Control	1	75	75
Three gates (two corridors) 83"w x 26"d x 70"h			
Self Check-Out Counter	2	30	60
4'w x 30"d - against wall			
Self Check-Out Machine	2	0	0

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
25"w x 29"d x 27"h - counter top unit			
Shelving, SF 84"h Steel W/ 6 Shelves	**6**	**12**	**72**
3'w x 12"d unit			
Telephone Handset	**3**	**0**	**0**
Workstation, Circulation Book Return Desk	**3**	**40**	**120**
3'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Circulation Check-Out Desk	**3**	**80**	**240**
6'w x 30"d w/ 7' behind desk & 3.5' in front			

Functional Activity

This room is where all network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building
for data, telephone, and security system lines.

Relationships

This space must be located in a secure non-public area. It should stack vertically with any other
telecommunications rooms if this is a multi-story facility. This space must be easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

No windows required.

Finishes

This not a public area and will be minimally finished since it is primarily a room for equipment.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended)

FLOOR:
> Vinyl tile, sheet vinyl, linoleum, or anti-static carpet tile

Access

The Computer/Telecommunications Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Given the prevalence of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires separate zone with individual thermostat. Temperature to be constant at 70° to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

Illumination

Light levels should average 30 to 40 foot candles with 50 foot candles preferred over work

surfaces. Because of the large number of computer screens in this room and the long periods of use, the lighting should be dimmable so that the computer technicians can control the light level. Consider motion detectors or occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the staff workstation location. This outlet should be mounted either 6" above the work surface or at 15" above the finished floor.

Provide one wall-mounted telephone connection adjacent to the equipment racks and cabinets, and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers.

Security

This is a high security area. Only authorized staff will have access to the room. This room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

Signage

Required signage includes a permanent room identification sign ("Computer Room - "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

This room will require dedicated circuits for the systems equipment. They should be co-located with network connections where required. UPS devices will be required in the event of power failure to enable a soft shut down of equipment.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Box, Cardboard	6	4	24
In transition or storage			
Chair, Technology Workstation Task	1	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer Server, Mini (CPU)	1	25	25
Floor-mounted - 24"w x 30"d x 30"h			
Console, Computer System	1	0	0
Video monitor & keyboard w/ direct connection to server or minicomputer			
DSU/CSU Telecommunications Device	1	0	0
6"w x 12"d x 3"h - Connects computer system to telephone system			
Fire Extinguisher, Halon	1	0	0
Hand-held, wall-hung unit			
Printer, Pin / Tractor Feed W/ Stand	1	20	20
28"w x 20"d x 8"h w/ stand 32"w x 22"d x 30"h on wheels			
Rack, Computer / Communications Equipment	2	30	60
36"w x 24"d x 60"h			
Router/Switch	1	0	0
Rack-mounted - 8"w x 20"d x 24"h			
Safe, Data / Tape Carrier	1	0	0
Portable & fire Proof - 18"w x 18"d x 18"h			
Server, Desktop / Rack Mount	1	0	0

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
8'w x 20"d x 24"h			
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	1	28	28
8'w x 8'h wall-mounted fire-rated plywood			
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Rack mounted or desktop			
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0
Desktop or Rack-mounted			
Workstation, Computer Technician's Counter	1	30	30
4'w x 30"d - against wall			

Occupancy

STAFF MEETING ROOM: 6

Relationships

The Customer Service Conference Room must be close to the Supervising Librarian's Office and the Circulation Desk.

CLOSE:

Supervising Librarian's Office

PROXIMITY:

Staff Workroom

Flexibility

It is unlikely that this areas function will change or that expansion will be required.

Fenestration

Interior windows, which allow this area to be viewed by Circulation Desk, are required. Interior windows require shades, etched glass, or roller blinds so that privacy can be arranged when desired. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed.

Finishes

The Branch Manager, other staff, and the public will utilize this conference room daily. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board; Tackable surfaces

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Customer Service Conference Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Sound should be controlled so that noise from outside the room does not disturb occupants and vice versa, particularly given the confidential nature of many discussions. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Board Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or in a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above a perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental network equipment. At a minimum, provide one duplex outlet on two walls of the Board Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing (or future/potential video conferencing location).

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

This is a staff area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. The administrative staff controls access. The activity in this room hould be viewable from the Circulation Desk.

Signage

Required signage includes a permanent room identification sign ("Customer Service Conference Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Conference Room	6	0	0
At conference table - 26"w x 28"d			
Clock	1	0	0
Wall-mounted			
Presentation Center	1	0	0
48"w x 36"h w/ marker board, tack board, & flip chart			
Table, Conference	1	160	160
72"w x 36"d x 29"h (4 to 6 Person)			

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket	1	4	4
13"w x 15"d x 15"h			

Functional Activity

The Staff Copy & Communications Center will provide a separate room or area where library staff can copy materials. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins and other equipment as necessary.

Relationships

The Copy Center should be visible from staff workroom and staff Circulation Area.

CLOSE:

>   Staff Workroom
>   Supervising Librarian's Office

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Staff Workroom to expand into this space if required in the future.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

The staff will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance.

CEILING:

>   Acoustical tile

WALLS:

>   1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or
>   Fabric wall covering with acoustical panels for sound absorption;
>   Tackable surfaces

FLOOR:

>   Vinyl Tile; Anti-static carpet tile or heavy weight commercial
>   anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Staff Copy & Communications Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and staff conversations. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This is a staff only area and should be secured by a mechanical lock, electronic keypad, or magnetic card reader unless it is within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Minimum of one 20-amp circuit for two copy machines is required.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter (Lockable)	6	0	0
1 linear foot x 24" d			
Cabinets, Below Counter (Lockable)	6	0	0
1 linear foot x 24" d			
Copier, B&W Freestanding	1	50	50
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
FAX Machine, Desktop	1	0	0
30"w x 17"d x 21"h			
Paper Sorter & Storage	1	80	80
Stand alone unit			
Sorting table and slotted paper storage combination			
Preparation Counter	1	40	40
6'w x 30"d - against wall			
Recycling Bin	1	15	15
Stapler, Electronic Binding	1	0	0
10"h x 4"w x 9"l			
Waste Basket	1	4	4
13"w x 15"d x 15"h			

Functional Activity

The Staff Workroom provides space for all kinds of back-of-house activities. It will provide workstations for the circulation, clerical, reference, young adult, and children's library staff.

Occupancy

STAFF WORKROOM WORKSTATIONS: 11

Relationships

The Book Return Room, Branch Manager's Office and the Circulation Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

         Supervising Librarian's Office
         Circulation Desk

CLOSE:

         Staff Entrance & Lobby
         Staff Lounge
         Staff Rest Rooms

PROXIMITY:

         Custodial Workroom
         General Library Storage Room

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

         Acoustical tile

WALLS:

         Glass window; Paint (Latex semi-gloss recommended); Vinyl wall
         covering; Corner guards; White boards; Tackable surfaces

FLOOR:

         Anti-static carpet tile or heavy weight commercial carpet with
         enhanced backing (No carpet pad permitted); Vinyl tile at sink and
         work counter; Vinyl or carpet cove base

Access

The Circulation Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning

and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, then at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that individual sections can be turned off for potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Staff Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Required signage includes a permanent room identification sign ("Staff Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Hand-Held	4	0	0
Book Bin, Depressible	4	10	40
Book Truck	10	10	100
36"w x 24"d			
Bulletin Board	1	0	0
Cabinets, Above Counter	27	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	10	0	0
1 linear foot x 24"d			
Chair, Task	9	0	0
Low back mid-quality with casters 25"w x 25"d			
Clock	1	0	0
Wall-mounted			
Computer, Staff Desktop	9	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
File Cabinet, Vertical (Four Drawer)	2	14	28
18"w x 29"d x 52"h			
First Aid Kit	1	0	0
10"w x 3"d x 10"h - Wall-mounted			
Flat File	1	40	40
54"w x 42"d x 36"h -10 drawers for posters, maps, paper			
In & Out Board	1	0	0
Staff location			
Key Cabinet	1	0	0
12"w x 5"d x 16"h			
Label Maker	1	0	0
5"w x 8"d x 4"h			
Mail Boxes, Staff	1	30	30

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
72"w x 16"d x 32"h – 24 slots per unit w/ counter			
Paper Cutter	1	0	0
Paper Towel Dispenser	1	0	0
Wall-mounted			
Printer, Dot-matrix	1	0	0
Printer, Laser (B&W)	1	0	0
Printer, Laser (Color)	1	0	0
Printer, Receipt	2	0	0
Recycling Bin	1	15	15
Safe, Floor	1	0	0
12"w x 14"d x 21"h			
Security System Desensitizer/Resensitizer	1	0	0
Counter unit w/audible signal 20"w x 18"d x 7.5"h AC			
Shelving, SF 66"h Steel W/ 5 Shelves	6	12	72
3'w x 12'd unit			
Shelving, SF 90"h Steel W/ 7 Shelves	8	12	96
3'w x 12'd unit			
Sink	1	18	18
36"w x 24"d - In counter			
Soap Dispenser	1	0	0
5'w x 4'd x 10"h - Wall-mounted			
Telephone Central Station	1	0	0
Telephone Handset	9	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
22"w x 18"d x 8"h			
Video Bin, Depressible	2	10	20
Waste Basket	4	4	16
13"w x 15"d x 15"h			
White Board	1	0	0
3' x 6' – erasable marker board			
Workstation, Children's Counter	1	55	55
8'w x 30"d - against wall			
Workstation, Children's Office System	2	50	100
6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Circulation Check-In Counter	2	40	80
6'w x 30"d - against wall			
Workstation, Clerical Office System	4	40	160
5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Mending Counter	1	35	35
5'w x 30"d - against wall			
Workstation, Reference Office System	3	50	150
6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Workstation, Sorting Counter	**1**	**70**	**70**
10'w x 30'd - against wall			

Functional Activity

This is the office for the Supervising Librarian who plans activities and administers the library's plan of service. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

This office requires sight lines to the Circulation Desk and Staff Workroom for supervision. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons and other visitors should be able to access the Office without going behind the Circulation Desk or into any of the Circulation Services Division's back-of-house spaces.

ADJACENT:
          Staff Workroom
CLOSE:
          Circulation Desk
PROXIMITY:
          Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Circulation Desk and Staff Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The Supervising Librarian, other staff, and the public will utilize this office daily. This position
supervises all of the library's employees who also utilize this office frequently.
The walls and carpet will not have the heavy use of public areas, but
must maintain a quality appearance after many years of normal office use.

CEILING:
          Acoustical tile
WALLS:
          Paint (Latex semi-gloss recommended); Glass window; White board;
          Tackable surfaces
FLOOR:
          Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Supervising Librarian's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest cross aisle, foyer, or exit. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above

the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This office requires a high level of acoustical isolation to conduct staff supervision, private conversations, or potential confrontations with irate patrons. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on staff workstation.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Supervising Librarian") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Supervisor's	1	0	0
Mid-back mid-quality			
Chair, Visitor's	2	15	30

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Computer, Staff Desktop	1	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Credenza	1	25	25
60"w x 24"d x 30"h			
Desk, Branch Manager's	1	65	65
66"w x 36"d			
File Cabinet, Vertical (Four Drawer)	1	14	14
18"w x 29"d x 52"h			
Shelving, SF 90"h Steel W/ 7 Shelves	1	12	12
3'w x 12"d unit			
Telephone Handset	1	0	0
Waste Basket	1	4	4
13"w x 15"d x 15"h			
White Board	1	0	0
3' x 6' – erasable marker board			

FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, paperback and large print book collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., western, science fiction and mystery novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Information Staff may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Popular Materials Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

CLOSE:

> Popular Materials Area
> Circulation Services

PROXIMITY:

> Library Entrance
> Information Services
> Non-Fiction Collection

DIVISION SPACE SUMMARY — Sq. Ft.

	Sq. Ft.
Fiction Collection & Seating	536
TOTAL:	**536**

Functional Activity

Patrons will enter this space and look for specific authors, and then will often seek a place to sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; therefore several OPACs should be conveniently located in this area. This space might also house the paperback collection and the large print book collection.

Occupancy

TECHNOLOGY STATION (STAND-UP): 1

Collections

Adult fiction materials will be an extension of the new books in the popular materials section. Featuring popular authors, series, classics, multi-cultural authors, large print and more, this collection aims to satisfy both the recreational and educational reading needs of our community. In tandem with the young adult materials, this collection will also provide secondary support for high school students' reading lists.

- 8,000 Fiction
- 2,000 Mysteries
- 1,000 Science Fiction & Fantasy

- 500 Large Print:
The Large Print area will feature both fiction and non-fiction titles, and will aim to be an extension of our popular materials area (in large print, of course), along with traditional standards. This collection will also service the library's HouseCalls Program (a delivery service for our home-bound customers).

- 265 Spanish Language Fiction:
The Spanish language fiction collection, adjacent to the Spanish language non-fiction collection, will consist of classic and popular Spanish authors, mainstream best-selling authors, and more.

Relationships

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low located in a well-lighted area.

CLOSE:
        Quiet Reading Area
        Periodicals Area
        Circulation Desk
        New Book Display

PROXIMITY:
        On-line Public Access Catalog (OPAC)
        Public Entrance & Lobby
        Information Desk